



City of Eastvale

Supplemental Questionnaire

OFFICE SPECIALIST

Your answers to the questions listed below will be carefully reviewed to assess your competitive qualifications for this position. You will be evaluated on the content of your responses and your writing skills. Your answers should be typed on 8 ½ x 11 paper. No more than three (3) typed pages total may be submitted. Any additional pages will not be reviewed.

A completed City employment application, resume, signed supplemental questionnaire, and responses ***must be received together*** no later than 5:00 p.m. on August 9, 2018. The application packet must be received by the submittal deadline, postmarks will not be accepted.

Applications submitted without a completed supplemental questionnaire will not be considered.

1. Explain in detail your experience with customer service and front counter support.
2. Describe your key strengths in administrative duties and specific computer software knowledge. How do you use them to serve a team to be more effective and efficient?
3. Explain your organizational skills and management of documents, service requests and confidential information.

NAME (Print): _____

I affirm with my signature below that my responses to the above questions on the attached pages are true and correct to the best of my knowledge. I understand that falsified information, or failure to attach this Supplemental Questionnaire and responses with my City Employment Application, Resume Cover Letter and Referenced will be cause for disqualification.

SIGNED: _____ DATE: _____